

CHAMPS: Adding and Removing My Favorites

Disclaimer: The following guideline was developed with the intent of the user having access to CHAMPS with a Full Access profile. Users may not be able to view all screens or functions of CHAMPS if they do not have a Full Access profile. Users would need to work with their Organization's Domain Administrator if they should have access to a CHAMPS Full Access profile or would like to change their Profile.

It is up to the Organization to determine the appropriate access a user should be granted. The Domain Administrator can assign the applicable profile to the User.

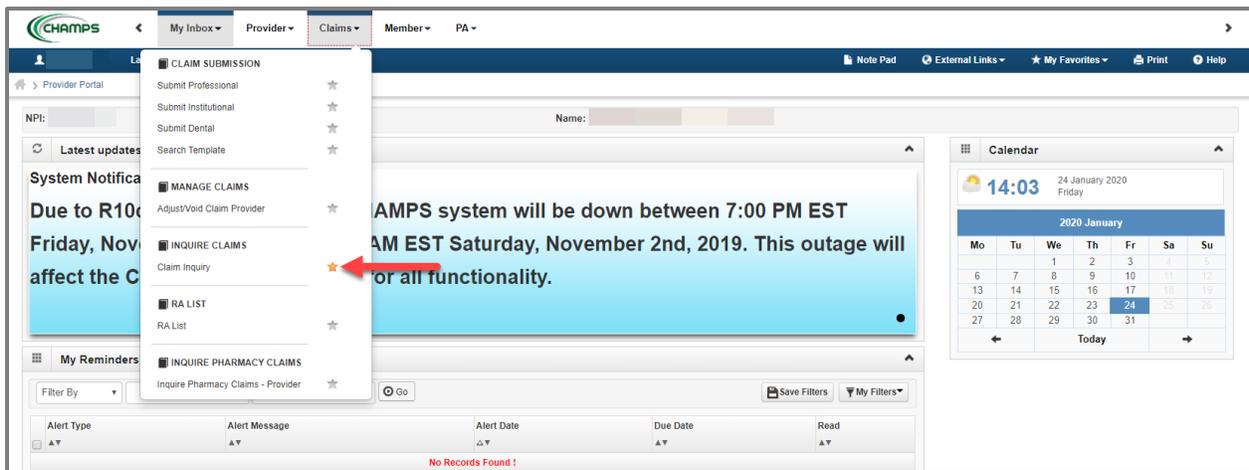
CHAMPS Available Profiles:

- Domain Administrator
- CHAMPS Full Access
- CHAMPS Limited Access
- Prior Authorization Access
- MCO Provider Access
- Eligibility Inquiry
- Provider Enrollment Access
- Provider Enrollment View Access
- Billing Agent Access Access
- Claims Access Access

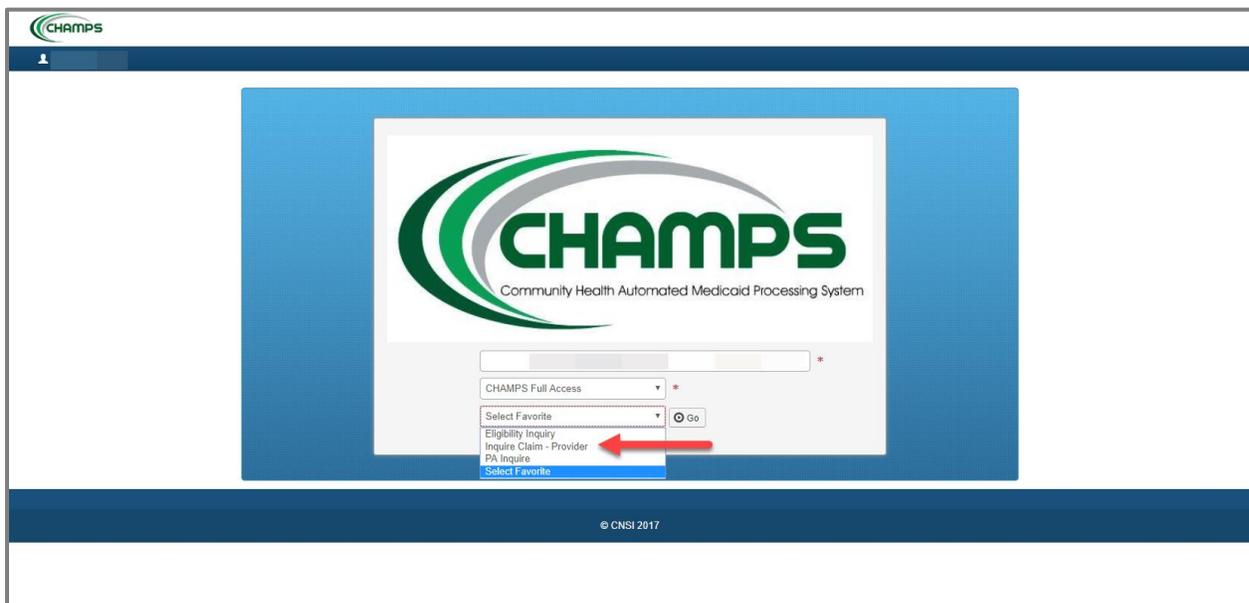
Adding a Favorite Function in CHAMPS

Users can add a frequently used function as a favorite so they can be accessed from the CHAMPS login screen or My Favorites menu. To add a function as a favorite, click the star next to that function.

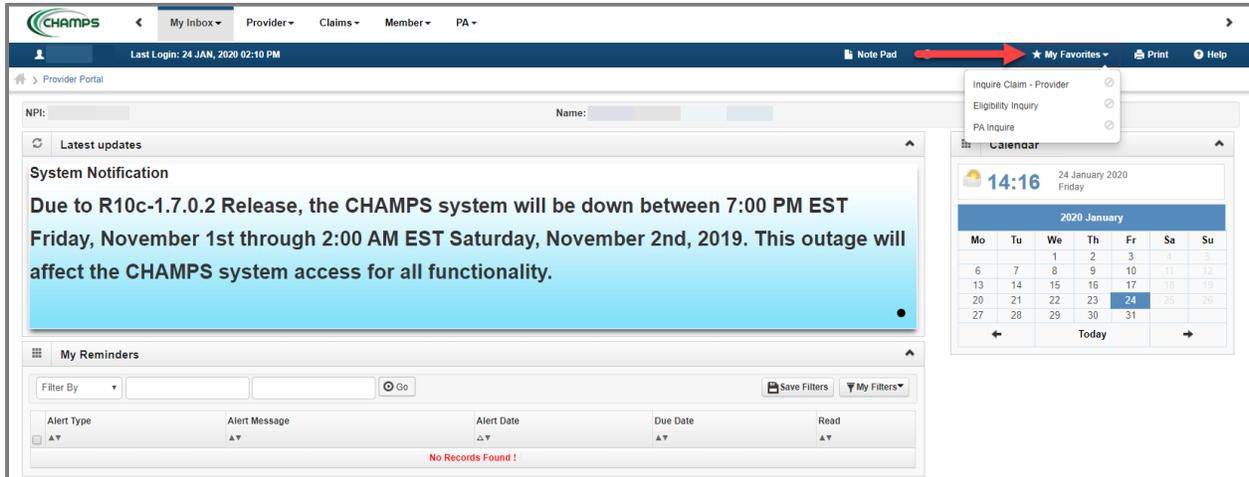
In the example below Claim Inquiry has been selected. When selected, the star will be highlighted yellow. There is no limit to the number of favorites that can be added to a user's login.



When a user logs into CHAMPS, they will have the option to select a previously marked favorite by selecting the Domain, Profile, and a Favorite and clicking Go. Users will be taken directly to the selected Favorite function.

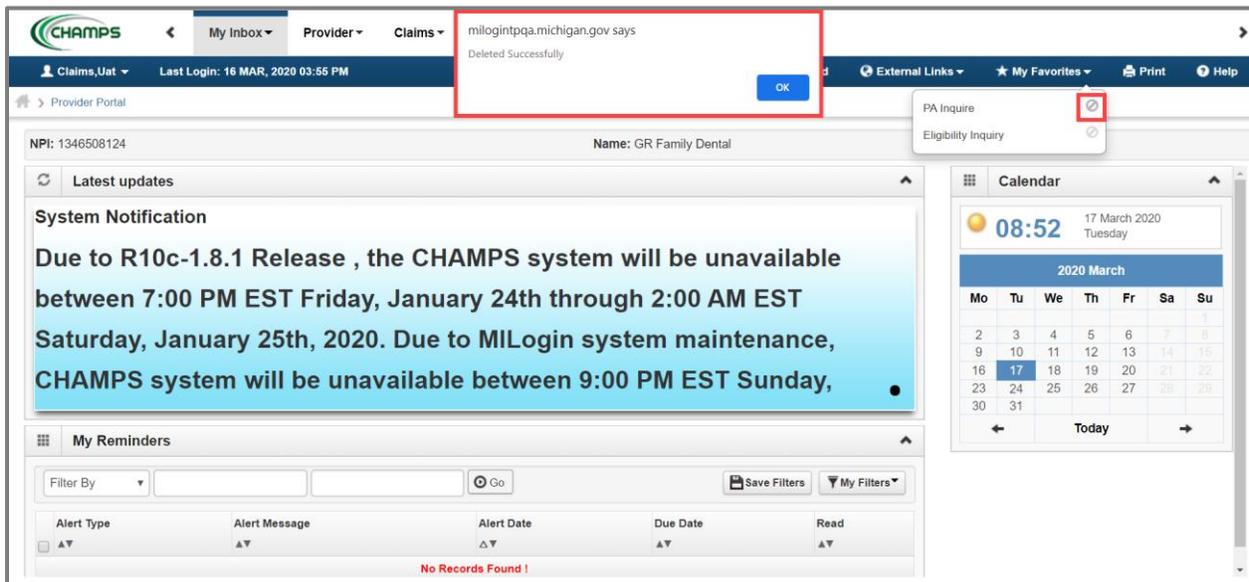


Previously saved Favorites can be viewed by clicking the My Favorites dropdown from the blue utility bar. Selecting a Favorite from this dropdown will also take you to the corresponding function.



Removing a Favorite Function in CHAMPS

To delete a previously added Favorite, select the universal “no” icon next to the Favorite to be deleted. A popup message will display to acknowledge the Favorite was deleted.



Once deleted, the function will no longer be displayed under the My Favorites tab. A deleted Favorite can be re-added as a Favorite again at any time.